

## Evergreen Indiana Circulation Committee Rules of Governance

### I. NAME AND MISSION

- a) The name of this committee shall be **Evergreen Indiana Circulation Committee**.
- b) The purpose of this committee is to
  - a. Clarify circulation issues for the member s of the Evergreen Indiana Consortium
  - b. Give a greater understanding of Evergreen Indiana Circulation system for new personnel or new libraries
  - c. Review Consortium policies and procedures affecting circulation services
  - d. Make recommendations about the circulation policy to the Executive Committee

### II. CIRCULATION COMMITTEE MEMBERSHIP

- a) **Number and Composition.** The Circulation Committee shall consist of thirteen (13) voting members, who shall represent member library entities, and shall be representative of the membership of *Evergreen Indiana*. The Circulation Committee shall consist of voting and nonvoting members:

The voting members include:

- i) Five (5) member representatives from small public library libraries.  
[Definition of size used in CLASS C Certification Rule for Public Libraries.]
- ii) Five (5) member representatives from medium public libraries.  
[Definition of size used in CLASS B Certification Rule for Public Libraries.]
- iii) Three (3) member representatives from large public libraries.  
[Definition of size used in CLASS A Certification Rule for Public Libraries.]
- iv) If a class does not have enough member libraries to allow the election of the specified number of representatives to the Circulation Committee, additional at-large members shall be elected as needed to meet the quota for the affected class. These voting member representatives shall be designated as special at-large member representatives.

Special at-large member representatives elected under this provision shall be replaced by member representatives elected from within the class at the first election after the class has a sufficient number of members.

Replacement will be based on the remaining term of office, shortest to longest, depending on the number of Circulation Committee member representatives that the class is now eligible to elect.

- b) **Non-voting Member.** The following shall be the non-voting member of the Circulation Committee with appointments being made by the agencies and organizations listed:
  - i) State Librarian or his/her designee

- c) **Nomination.** The Circulation Committee Chair shall appoint a Nominating Committee to solicit and propose a slate of candidates for annual election to Circulation Committee posts as follows:

For purposes of establishing staggered terms for the members of the Evergreen Indiana Circulation Committee, the initial members shall serve the following terms:

- (i) One (1) year for three (3) members  
NOTE: July 1, 2011 – June 30, 2012
- (ii) Two (2) years for five (5) members  
NOTE: July 1, 2011 – June 30, 2013
- (iii) Three (3) years for five (5) members  
NOTE: July 1, 2011 – June 30, 2014

When positions are vacated during a term held on the Circulation Committee, nominations will be sought for these vacated positions. However, the vacated position during a term will be filled by the Council members voting on at least two nominees via electronic mail.

Prior to the election of new members to the *Evergreen Indiana* Circulation Committee, the Nominating Committee, at the direction of the Circulation Committee Chair will solicit nominations for the posts to be filled from all *Evergreen Indiana* Member library entities by publishing a list of available positions and the names of all member libraries who are eligible to fill the posts. The Nominating Committee shall provide nominations for each post based in interest.

- d) **Election.** Members of the Circulation Committee will be recommended by the *Evergreen Indiana* current committee members for approval by the Executive Committee at least once per year to fill any vacancies. Circulation Committee members shall be elected by a majority vote of the committee members voting. Ballots shall be sent by electronic mail to all *Evergreen Indiana* Circulation Committee Members. A designated closing date shall be set at least two (2) weeks after the date ballots are sent. Ballots returned shall be counted if they are received on or before the designated close of ballot date.
- e) **Term.** Circulation Committee members will serve a term of three (3) years to commence on July 1.

Following the initial year of organization, members of the Executive Committee will be elected each year according to the following schedule:

- i) Two members from small public library membership annually
- ii) Two members from medium public library membership annually
- iii) One member from large public library membership annually and/or
- iv) One member from at-large membership when appropriate per Section IV /a/iv.

Three (3) of the members of the Circulation Committee will be elected the first, second and third year of a three year cycle and three will rotate off the Circulation Committee. Circulation Committee members are limited to two successive terms on the Circulation Committee.

The term of the member's successor is not extended by the time that has elapsed before the successor's appointment and qualification. When a member is appointed to fill a

vacancy on the Circulation Committee, the new member's term will be the unexpired term of the member being replaced.

- f) **Officers.** The Circulation Committee shall elect the following officers: Chair, Chair-Elect and Secretary.
- g) **Officers' Duties.** The Chair, Chair-Elect, and Secretary will perform the following duties and may perform other duties assigned by the Executive Committee or Circulation Committee:

Chair: The Chair will preside over all *Evergreen Indiana* Circulation Committee meetings, and further shall:

- With the approval of a simple majority vote, appoint required subcommittees, and coordinate with such committee;
- Attend Executive Committee meetings or appoint a designee, to maintain the lines of communication between the Circulation Committee and the Executive Committee;
- Represent the Circulation Committee in other matters where necessary;
- Prepare and send the agenda for the meeting with assistance from the Indiana State Library staff;
- Maintain the most current copy of the approved Rules of Governance;
- Perform other duties pertaining to the office of Chair.

Chair-Elect: The Chair-Elect will assume the authority and responsibilities of the Chair or the Secretary in the absence of either. If both the Chair and Secretary are absent, the Chair-Elect will preside as Chair and appoint someone to act as Secretary for that meeting. The Chair-Elect will also become Chair in the following term.

Secretary The Secretary shall be responsible for maintaining the minutes of the Circulation Committee meetings.

- h) **Officers' Election and Term.** The Circulation Committee Officers shall be elected by a majority vote of the Circulation Committee. The term of office shall be one year, to commence on July 1 with the exception of the first year which will begin as soon as possible after July 1 [*The first year may be a partial year.*]
- i) **Vacancies.** Vacancies on the Circulation Committee shall be filled by appointment by the Executive Committee until the next election of members of the Circulation Committee.
- j) **Removal.** A two-thirds (2/3) vote of no confidence from the Executive Committee or *Evergreen Indiana* membership shall dissolve the Circulation Committee. Should the Circulation Committee be dissolved, a Nominating Committee appointed by the Executive Committee from the membership shall propose a new slate of candidates.
- k) **Quorum.** A two thirds (2/3) majority of voting members of the Circulation Committee shall constitute a quorum for the transaction of business at meetings.

- l) **Meetings.** The Circulation Committee shall hold at least two meetings per year, with other meetings scheduled as needed. The general membership shall be notified in advance of all Circulation Committee meetings. All Circulation Committee meetings are open to member libraries and other interested parties. Only elected Circulation Committee members may vote at Circulation Committee meetings.
- m) **Attendance.** If a member of the Circulation Committee misses more than two (2) consecutive meetings, the member may be replaced for the duration of that term by appointment of the Executive Committee, based on recommendations from the Circulation Committee.
- n) **Voting.** Only Circulation Committee members may cast votes at a Circulation Committee meeting. Proxy representation and proxy voting are not allowed. If an elected member cannot attend a Circulation Committee meeting, the member has the option of participating via technology, as outlined below, or will forfeit the right to cast votes at that meeting.

If an elected Circulation Committee member cannot attend an Circulation Committee meeting, the member may make advance arrangements with the Chair and the hosting site to participate electronically, by conference call or other technology that allows full member participation, with the understanding that these technologies are not conducive to full transcription of the meeting discussion, and that only minimal transcription of actual motions on the floor may be possible when the question is called.

- p) **Electronic Balloting.**
  - i) At the direction of the Chair of the Circulation Committee, items may be brought to the Circulation Committee for electronic ballot.
  - ii) Notice of issues for electronic ballot must be electronically mailed to each member of the Circulation Committee two (2) weeks prior to the designated "close of ballot" date.
  - iii) Ballots returned shall be counted if they are dated on or before the designated close of ballot date.
  - iv) Membership shall be notified in advance in cases of electronic balloting.

### III. CHANGE OF THE RULES OF GOVERNANCE

- a) *Evergreen Indiana* Circulation Committee Rules of Governance may be amended at any time by a two-thirds (2/3) majority vote of the committee member.
- b) Sixty (60) days prior written notice shall be given to all member libraries of proposed amendments.
- c) Proposed amendments may originate from *Evergreen Indiana* membership with signatures from one-third (1/3) of the Council Member libraries.

### IV. RULES OF ORDER

*Evergreen Indiana* meetings, including the Executive Committee meetings, shall be governed by Robert's Rules of Order, latest edition.